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CENTRAL INTELLIGENCE AGENCY  
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Date: 8 Nov 1978 By: OIS

1 January 1949

By virtue of the authority vested in me as Director of Central Intelligence, it is directed:

A. The power and authority to take the following actions are hereby delegated to the Executive, CIA, with the power of successive redelegation where appropriate. He shall review, and authorize or approve in his discretion:

1. The appointment or termination of civilian employees and consultants for departmental and field services.
2. The transfer of civilian employees from one official station to another and the payment or reimbursement of all expenses incident thereto, including travel and the transportation of household goods, personal effects and dependents of such employees.
3. The payment of all allowances to civilian employees stationed abroad.
4. The administration of the oath of office required by 5 U.S.C. 16.
5. Temporary duty travel, including travel from and to overseas posts, by civilian employees and consultants, and the payment or reimbursement of expenses incident thereto.
6. Applications for travel advances of vouchered funds not exceeding \$1,000.00.
7. Travel performed by civilian employees on account of an emergency or without prior authority, and the payment or reimbursement of expenses incurred incident to such travel.
8. Travel by civilian employees incident to change of their official station.
9. Bonds of certifying officers, agent-cashiers, and surety bonds given as security for travel advances.
10. Allowances in excess of lowest first-class rate for the transportation facility used where the lowest first-class accommodations are not available, use of a compartment, or other accommodations, required for purposes of security, or use of extra

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fare trains and airplanes where appropriate, and payment of expenses therefor.

11. "Requisitions for Disbursing Funds" - Standard Form 1027 to provide available funds to cover expenditures by the Central Intelligence Agency in the continental limits of the United States and abroad.

12. Enter into and sign contracts on behalf of the Government in accordance with existing law and regulations.

B. Under the supervision of the Executive the powers and authorities delegated in Paragraph A above may also be exercised by his Deputy.

C. Under the supervision of the Executive and his Deputy, the powers and authorities delegated in Paragraph A, Sections 1, 3, and 4 above may also be exercised by the CIA Personnel Officer and his Overt and Covert Deputies.

D. Under the supervision of the Executive and his Deputy, the powers and authorities delegated in Paragraph A, Sections 2, 5, 6, 8, 9, 10, and 11 above, may also be exercised by the CIA Budget Officer, his Overt and Covert Deputies, and the Chief or Assistant Chief of his Overt Fiscal Branch.

E. Under the supervision of the Executive and his Deputy, the powers and authorities delegated in Paragraph A, Section 12 above, may also be exercised by the CIA Services Officer and his Overt and Covert Deputies.

F. The Executive or his Deputy are hereby authorized as my designees to consider, ascertain, adjust, determine, and settle claims for money only, as provided for in the Federal Tort Claims Act of 1946 (60 Stat. 843, 28 U.S.C. 921).

G. Outside the continental limits of the United States, the Chief of each Mission or independent station may authorize and approve temporary duty travel abroad within the theater of civilian employees whose official stations are located within their particular theater; and may exercise the powers and authorities delegated in Paragraph A, Sections 1, 3, 4, and 12. The Chief of a Mission or independent station is hereby authorized to designate an officer or employee at the particular Mission or independent station to act and sign for him in the issuance of travel orders, the certification of true copies of various documents required in connection therewith, and certification of travel vouchers.

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H. The delegations of authorities dated 6 September 1946,  
1 March 1947, 24 July 1947, 15 March 1948, 16 March 1948; that con-  
tained in memorandum to Executive for Administration and Management,  
subject, "Authority to Administer Caths," dated 6 February 1948; and  
that contained in Cable No. WASH 3611, dated 11 October 1946, are  
hereby rescinded.

I. The effective date of this order is 1 January 1949.

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[Redacted]  
R. H. HILLENKOETTER  
Rear Admiral, USN  
Director of Central Intelligence

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